Course Assessment - Part A: Your Plan   COMPLETE   #572

Please select your course and name from the drop-down menu. If your course or name are incorrect or missing, contact the Curriculum and Assessment Administrative Assistant, 541-506-6037 or swade@cgcc.edu.

WR 227- Technical and Professional Writing- Jessie Nance- Spring 2022

* Part A: Your Plan DIRECTIONS 1. Choose three of your course outcomes to assess and report on this term (these will also be used in your Student Course Evaluation survey): Outcome #1

Design effective business communication documents such as emails, letters, proposals and employment documents.

* Outcome #2

Revise and edit documents to increase clarity and to create simple, effective documents.

* Outcome #3

Compose documents and communications that are targeted to a specific audience and for a specific purpose.

Have you completed an assessment for this course prior to this term?

No

If yes, are you assessing different outcomes?

No

Comments:

(No response)

2. To which degree(s) or certificate(s) does your course map? Degree, Certificate, & Program Outcomes

Not Sure

* Method of Assessment 3. What methods will be used to assess individual student understanding of each of these outcomes? (Please be specific.) Outcome #1: Method to assess student understanding

Students will complete assignments and discussion posts throughout the term that ask them to compose effective business documents (emails, letters, proposals and employment documents).

* Outcome #2: Method to assess student understanding

Throughout the term, students will get instructor and peer feedback on memos, resumes, cover letters, and other professional documents. Feedback on work will focus on clarity and effective communication for different occasions (i.e. job searches, inquiry emails, project development). They will be required to edit and resubmit documents to show their understanding of course concepts.

* Outcome #3: Method to assess student understanding

Throughout the term, students will be required to write documents (emails, letters, scripts, memos, etc.) for different audiences, purposes, situations. They will need to carefully assess the specific purposes for writing and for/to whom they are writing.

* 4. How will you know if you were successful in your efforts to teach this outcome? Outcome #1:

Student work should reflect the concepts of effective communication they learn about in lessons, readings, and instructor feedback. If 80% of students' documents reflect their understanding of the form and content requirements for different types of writing, then this outcome has been met.

* Outcome #2: How will you know if you were successful in your efforts to teach this outcome?

If 80% of students make identifiable changes in the documents, then this outcome has been met. These changes should reflect students' understanding of why revisions need to be made and how to best implement these changes.

* Outcome #3: How will you know if you were successful in your efforts to teach this outcome?

If 80% of students' documents reflect changes in language, content, and form based on situation, audience, and purpose, then this outcome has been met.

5. Instructor Questions: Create two course specific questions to be included on the Student Course Evaluation. Question #1

Do you feel as if the work (i.e. discussion forums and assignments) has prepared you for various forms of professional communication and writing? Please explain.

Question #2

Do you feel the deliverables prepared you for writing in your profession? Please explain.

Do you require the names of students who complete the course evaluation survey? (Please note: names will be sent to instructors the Thursday before term ends)

NO

Reminder, when completing Part B, instructors will be asked the following questions: Describe anything you did to assist the institutional effort to support students in improving achievement of the specified criteria for the following Institutional Learning Outcomes (ILO): 1. ILO#1 - Communication - "Content Development" and/or "Control of Syntax and Mechanics" 2. ILO#2 - Critical Thinking/Problem Solving - "Student Position" and/or "Evaluate Potential Solutions" 3. ILO#4 -Cultural Awareness - "Curiosity" (Encouraging our students to "Ask deeper questions about other cultures and seek out answers to these questions") 4. ILO#5 - Community and Environmental Responsibility - "Understanding Global Systems" and/or "Applying Knowledge to Contemporary Global Contexts" 5. ILO#3 - Quantitative Literacy - "Application/Analysis" and/or "Assumptions"

(No response)